

Margithaus Caretaker Job Description

Revised December 2025

I. Responsibilities as Celo Friends Meeting's Contact Person

- A. Collect Mail for the clerk
- B. Phone: Receive and distribute messages for the Meeting, relay information about meetings.
- C. Visitors: Refer visitors to the Ministry and Care Committee or a Co-Clerk.
- D. Workdays: Help the clerk of the Buildings and Grounds Committee by keeping a list of jobs for workdays.
- E. Meeting for Business: Attend Meeting for Business as able.
- F. Calendar: Maintain a digital and hard copy of scheduled meetings and other uses of the Meetinghouse, Margithaus, First Day School, the playground and all other areas of the CFM holding.
- G. Margithaus Committee: Attend Margithaus committee meetings providing support and concerns, as needed. Collaborate with the Margithaus Committee to review and revise the caretaker job description when appropriate.

II. Responsibilities/Tasks

- A. Fires/Heat: As weather requires turn on heat in the Meetinghouse, Margithaus and First Day School on First Day and as needed on other occasions. Build a fire in the Meetinghouse on First Day and as necessary. If away, the caretaker should arrange for a substitute.
- B. Cleaning: Once a week sweep, clean and straighten up the Meetinghouse, First Day School and Margithaus. Wet mop floors when necessary. Those who use the buildings should clean up after their activities. Let the Margithaus Committee know if there is a problem.
- C. Mildew Control: Wash the benches to control mildew as necessary. Run the dehumidifier when needed.
- D. Yard Work: Clean out the wooden drains in the road and CFM driveway. Pick up trash, limbs and cuttings as needed. Mow the grass around Margithaus, First Day School, and the Meetinghouse. Motorized yard work shall not be done on Sunday.
- E. Purchase hot sauce, sugar, coffee and tea for potlucks and other supplies as needed. The treasurer/bookkeeper will reimburse this expense from OperaEng funds.
- F. Sunday Potluck -The caretaker is not responsible for cleaning up after potlucks.

III. Margithaus Policies

- A. Smoking: No smoking or vaping is allowed in CFM buildings.
- B. No firearms on the property.

- C. Pets: No pets are allowed in CFM buildings. The caretaker may not have a pet.
- D. Alcohol: The caretaker may store alcoholic beverages in his/her own private space.
- E. Noise: Caretaker shall be considerate of noise level when there are events nearby.

IV. Rental Agreement

- A. The caretaker is required to live on the premises. (Housing is not a taxable benefit).
- B. The caretaker will work an average of ten hours per week on CFM tasks. These hours may vary seasonally.
- C. The Margithaus Committee provides supervision, resources and support for the caretaker.
- D. Celo Friends MeeEng is responsible for maintenance of Margithaus, including the repair and/or replacement of appliances.
- E. Celo Friends Meeting pays for the basic utilities of CFM's holding including gas, electric, telephone and internet/WIFI.
- F. The caretaker will be provided with a private bedroom and bath. The kitchen and living/dining room will be used on First Days. The fellowship room/library is open to the Meeting. Meetings in Margithaus must be scheduled in advance.
- G. The caretaker is responsible for paying the Celo head-tax to Celo Community Incorporated if the caretaker resides on the Celo land trust for more than six months in a given year (Oct. 1-Sept. 30).

V. Criteria for Caretaker

- 1. Preference for an active attender or member of Celo Friends Meeting
- 2. Able to do the physical work with accommodations if needed
- 3. Friendly attitude
- 4. Willing to adjust to living in a public building
- 5. Awareness of Quaker process.
- 6. Single person or couple willing to live in a small space